

EXECUTIVE SECRETARIAT
ROUTING SLIP

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		ACTION	INFO	DATE	INITIAL
1	DCI				
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4	D/ICS				
5	DDI		X		
6	DDA				
7	DDO		X		
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC		X		
16	C/EUR/DO		X		
17	NIO/EUR		X		
18	NIO/ECON		X		
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SUSPENSE		Date			

Remarks

27 Jun 85

Date

3637 (10-81)

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United States Department of State

Washington, D.C. 20520

June 14, 1985

Executive Registry

85- 2581

MEMORANDUM TO:

D	-	Mr. Dam
P	-	Mr. Armacost
E	-	Mr. Wallis
T	-	Mr. Schneider
M	-	Mr. Spiers
C	-	Mr. Derwinski
AF	-	Mr. Crocker
ARA	-	Mr. Motley
CA	-	Ms. Clark
EAP	-	Mr. Wolfowitz
EB	-	Ms. Constable
EUR	-	Mr. Burt
H	-	Mr. Ball
HA	-	Mr. Abrams
INR	-	Mr. Abramowitz
IO	-	Mr. Newell
L	-	Mr. Sofaer
M/CTP	-	Mr. Oakley
NEA	-	Mr. Murphy
OES	-	Mr. Malone
PA	-	Mr. Kalb
PM	-	Gen. Chain
RP	-	Mr. Purcell
S/ARM	-	Mr. Nitze
S/ART	-	Mr. Rowny
S/CPR	-	Mrs. Roosevelt
S/NP	-	Mr. Kennedy
S/P	-	Mr. Rodman
ACDA	-	Mr. Adelman
CIA	-	
DOD	-	Col. Brown
NSC	-	Mr. Kimmitt
USIA	-	Ms. Bailey

SUBJECT: The Secretary's Trip to Helsinki for the
CSCE 10th Anniversary Commemoration,
July 29-August 2, 1985

EUR COORDINATOR: Charles Redman, EUR/FPM, Room 6227,
632-1627

DEPUTY COORDINATOR: Joseph Limprecht, EUR/FPM, Room 6515A,
632-1134

S/S-S ACTION OFFICER: Keith A. Eddins, Room 7241, 632-8338
Alternate: Timothy V. Collins, Room 7241, 632-8062

This memorandum assigns responsibilities for the
preparation of briefing materials for use by the Secretary
during his trip to Helsinki to participate in the CSCE 10th

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-2-

Anniversary Commemoration, excluding his meeting with Soviet Foreign Minister Gromyko. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

1. ACTION MEMO with PARTICIPANTS: EUR should prepare an action memo to the Secretary with recommendations for participants in all meetings, working meals and other events scheduled in Helsinki, excluding the meeting with Gromyko. The memo should also assign notetakers for each event. It should be prepared in cable form, under cover of an action memo, and is due in S/S-S by 1700 hours July 8.

3. SCOPE PAPER: EUR should prepare a trip scope paper in the form of a briefing memo to the Secretary from the Assistant Secretary. The scope paper should present a concise yet thorough strategy for meeting the goals of the visit, and should explain how and why specific meetings, events, and public statements will enable the Secretary to accomplish these goals. The paper should address the following questions: 1) Where do we stand with the CSCE? 2) What do we want from the CSCE? 3) What do the other nations want from us? 4) What can we achieve within the CSCE framework? The scope paper should be no longer than five pages, and should be cleared with D, P, and S/P at a minimum. The scope paper is due in S/S-S by 1700 hours July 15.

4. BRIEFING OUTLINES: EUR should prepare a briefing outline for each of the Secretary's meetings with foreign officials. Please note that the objectives section of the outline is a list of the goals for the meeting, not a summary of the briefing material or a simple reiteration of the briefing cards. Briefing outlines should not exceed four pages. These memos should be delivered to the EUR Trip Coordinator, cleared by D, P and other appropriate bureaus, no later than 1700 hours July 18.

Pending the Secretary's approval, the following meetings are anticipated and will require briefing outlines (additional briefing memos should be prepared as meetings are scheduled):

- (1) Finnish Foreign Minister Vayrynen
- (2) UK Foreign Minister Howe
- (3) FRG Foreign Minister Genscher
- (4) Romanian Foreign Minister Andrei
- (5) Hungarian Foreign Minister Varkonyi
- (6) Breakfast with NATO foreign ministers
- (7) Breakfast for neutral and non-aligned foreign ministers

In addition, EUR should prepare contingency briefing outlines (two pages, highlighting the most important or contentious issues in our bilateral relations) for possible meetings with the foreign ministers of each country represented at Helsinki. The outlines should also be delivered to the EUR Trip Coordinator on July 18.

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-3-

5. CHECKLISTS ON 5x8 CARDS: A concise individual checklist on a 5x8 card should be prepared for each scheduled meeting. It should note -- in tick format -- the main topics the Secretary should raise. It may also comment on the order of business, and note special sensitivities or courtesy points. Copies of the 5x8 cards for all meetings are due in S/S-S no later than 1700 hours July 22.

6. SCENARIOS: EUR should work with Embassy Helsinki to prepare separate scenarios for each event in which the Secretary will participate. The scenarios are due in S/S-S in final form by 1700 hours July 18. A seating chart (if available), a guest list, and a menu should be attached to dinner and luncheon scenarios.

7. PUBLIC STATEMENTS: EUR should prepare drafts of any public statements that the Secretary will make. These should include arrival and departure statements and toasts, as well as any other public remarks the Secretary might be expected to make in each country. All statements drafted for the Secretary should be cleared by PA and S/P, in addition to the appropriate functional bureaus. Any remarks that make reference to the Gromyko bilateral should be cleared with EUR/SOV. Statements should be double-spaced on plain bond paper, and each page must end in a complete sentence. Contingency toasts must be prepared for every luncheon or dinner at which the Secretary will be present with foreign leaders. These statements are due in S/S-S no later than 1700 hours July 15.

8. SCHEDULES: EUR should prepare an outline schedule for the trip, focusing on the Secretary's participation in each event, but also noting the participation of other senior Department officials. PA clearance on schedules is mandatory. Final schedules are due in S/S-S no later than 1700 hours July 15.

9. FACT SHEETS: Fact sheets should be prepared in bullet and tick form and should not exceed one page in length. Drafting and clearing information should be shown on a separate page. They should be prepared on the following topics and delivered to the EUR Trip Coordinator no later than 1700 hours July 18.

DRAFTCLEARCSCE ISSUES

1. CDE Update	EUR	PM, S/ARN, S/ART, ACDA, P
2. Ottawa Human Rights Experts Mtg	EUR	HA, P
3. Post-Madrid CSCE Meetings	EUR	HA, P

FINLAND

1. Political Situation	EUR	P
2. Economic Situation	EUR	EE, E

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-4-

GLOBAL ISSUESDRAFTCLEAR

1. Middle East	NEA	P
2. Central America	ARA	P
3. U.S. Economic Recovery	EB	E
4. Afghanistan/South Asia	NEA	INR, PM, P
5. Bonn Summit	EB	E
6. Southern Africa	AF	P
7. Far East	EAP	EB, P

10. BIOGRAPHIC MATERIALS: EUR should provide S/S-S with a list of all foreign officials the Secretary is likely to meet during the trip. S/S-S will then request the appropriate biographic materials. The list is due in S/S-S no later than 1700 hours June 25.

NCTE: S/S-S requires the original, three copies, and the WANG diskette for all papers. Drafting and clearance information should appear on a separate page. Papers should be delivered to the S/S-S action officer through the EUR coordinator. They should not be logged in with S/S-I. Please do not staple original papers.



Nicholas Platt
Executive Secretary

Attachments:

1. List of Due Dates
2. Sample Fact Sheet

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Secretary's July 29-August 2 Trip to Helsinki

Due Dates for Papers

June 25

Biographic List

July 8

Action Memorandum with Participants

July 15

Scope Paper
Public Statements
Schedules

July 18

Briefing Outlines
Contingency Briefing Outlines
Scenarios
Fact Sheets

July 22

5x8 Cards

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SAMPLE

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FACT SHEET: OTHER ARMS CONTROL TALKS (MBFR, CDE, CD/CW)

I. STATUS

- o In MBFR, Soviet February 14 proposal on initial US-USSR reductions and subsequent freeze of each side's forces mainly rehashes 1983 proposals with no substantive movement on key data and verification issues. In last round, West probed details of Soviet move. Next round starts May 23.
- o In CDE, Soviets tabled non-use of force treaty and continued to emphasize declaratory measures. West tabled package of six concrete measures to enhance openness in military establishments and activities in Europe. Next round begins May 14 in Stockholm.
- o At the Geneva CD, chemical weapons talks produced little progress; Soviets have yet to address US proposals in April 1984 Draft Treaty constructively. Talks resume June 11.

II. SOVIET OBJECTIVES

- o Soviets emphasized "negotiability" of recent MBFR move, but lack of new flexibility and no visible interest/support for MBFR at senior Soviet levels suggests it was not major initiative, but designed to put ball back in our court.
- o At CDE, serious drafting can begin once Soviets indicate they are ready to negotiate entire NATO package, including verification measures which they say they don't care for.
- o Soviets will likely criticize US CW modernization plans, e.g., US FY '86 funding request for binary production which the CW Commission chaired by Stoessel has recommended.

III. US OBJECTIVES

- o US reviewing MBFR goals and options. We and Allies will carefully consider recent Soviet proposal and broader factors in determining how best to move talks forward, but flexibility on our side requires same from Soviets.
- o We will continue to probe Soviets for movement during next CDE round; we remain ready to discuss Soviet interest in non-use of force if Soviets will negotiate concrete measures such as those in NATO package.
- o Primary US goal remains global verifiable ban on chemical weapons, but until achieved, Western security requires effective CW deterrence. Modernization of outdated CW stockpile thus necessary.

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SAMPLE